

COMPLETING YOUR FINGERPRINT CARD

GENERAL

ALL ENTRIES MUST BE IN BLACK INK ONLY

A SEPARATE CARD IS REQUIRED FOR EACH OWNER, PARTNER, CORPORATE OFFICER, OR MEMBER.
CARD MAY NOT BE BENT OR STAPLED - CARDS WITH HIGHLIGHTER OR LIQUID PAPER WILL BE REJECTED.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK						FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME							
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR						DATE OF BIRTH <u>DOB</u>			
2		6								MONTH DATE YEAR			
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>		SEX	RACE	HGT	WGT	EYES	HAIR	PLACE OF BIRTH <u>POB</u>			
3		7		9	10	11	12	13	14	15			
DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>QCA</u>		LEAVE BLANK									
4		FBI NO. <u>FBI</u>		CLASS _____									
EMPLOYER AND ADDRESS		ARMED FORCES NO. <u>MNU</u>		REF. _____									
5		SOCIAL SECURITY NO. <u>SOC</u>											
REASON FINGERPRINTED		MISCELLANEOUS NO. <u>MNU</u>											

1. NAM

Full name in following order LAST, FIRST, MIDDLE. Initials are not acceptable. If applicant has no middle name, enter NMN for MIDDLE.

2. SIGNATURE OF PERSON FINGERPRINTED

Signature of person fingerprinted as it appears in license application.

3. RESIDENCE OF PERSON FINGERPRINTED

Address of residence of person fingerprinted.

4. DATE and SIGNATURE OF OFFICIAL TAKING FINGERPRINTS.

Leave blank for use by law enforcement official taking fingerprints.

5. EMPLOYER and ADDRESS (must be completed by applicant)

The complete and exact name and address of the dealership for which the license application is being submitted as it appears on the application.

6. AKA

Any other names by which the fingerprinted person is or has been known, including all nicknames. Women applicants using their married surname in the NAM block should enter their maiden name here.

7. CTZ

Enter country code from CTZ list at the end of this section. Do not enter state codes from POB list.

8. SOC

Enter applicant's social security number.

9. SEX

Enter "M" for male or "F" for female.

10. RACE

Enter the applicable code:

American Indian or Native -	I
Asian or Pacific Islander -	A
Black -	B
White (and Hispanic)	W
Unknown or Other	U

11. HGT

Must include three numeric characters.

Enter applicant's height in feet and inches.

Do not use "or".

Example:

for 5' 11" enter 511

for 6' 1" enter 601

Minimum 4' (400), Maximum 7' 11" (711)

12. WGT

Must include three numeric characters.

Enter applicant's weight in pounds.

Example:

for 94 pounds - enter 094

for 186 pounds - enter 186

Minimum 50 lbs. (050),

Maximum 499 lbs. (499)

13. Eyes

Must include three letter characters. Use only the following codes:

Color	Code
Black	BLK
Blue	BLU
Brown	BRO
Gray/partially Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Pink	PNK

14. HAIR

Must include three letter characters. Use only the following codes:

Color	Code
Bald	BAL
Black	BLK
Blonde or Strawberry	BLN
Brown	BRO
Gray/partially Gray	GRY
Green	GRN
Red	RED
Sandy	SDY
White	WHT

15. POB (Place of Birth)

Enter applicable state (US or Mexico) or province (Canada) from the POB listing.

If other than US, Mexico, or Canada, enter country code from the CTZ listing (Citizenship Nation list).

16. Must include six-digit number with no spaces, dashes (1), or slashes (/). Enter applicant's date of birth in order of month, day, and year.

Examples:

for January 1, 1955 - enter 010155

for October 31, 1983 - enter 103183

FINGERPRINT INSTRUCTION GUIDE

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POB (Place of Birth) CODES

USE CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA

<u>UNITED STATES OF AMERICA</u> (STATES and POSSESSIONS)		PENNSYLVANIA	PA	<u>MEXICAN STATES</u>	
ALABAMA	AL	RHODE ISLAND	RI	AGUASCALIENTES	AG
ALASKA	AK	SOUTH CAROLINA	SC	BAJA CALIFORNIA North	BA
ARIZONA	AZ	SOUTH DAKOTA	SD	BAJA CALIFORNIA South	BJ
ARKANSAS	AR	TENNESSEE	TN	CAMPECHE	CE
CALIFORNIA	CA	TEXAS	TX	CHIHUAHUA	CH
COLORADO	CO	UTAH	UT	CHIPAPAS	CI
CONNECTICUT	CT	VERMONT	VT	COAHUILA	CU
DELEWARE	DE	VIRGINIA	VA	COLIMA	CL
DISTRICT OF COLUMBIA	DC	WASHINGTON	WA	DISTRICTO FEDERAL	DF
FLORIDA	FL	WEST VIRGINA	WV	DURANGO	DO
GEORGIA	GA	WISCONSIN	WI	GUANAJUAATO	GU
HAWAII	HI	WYOMING	WY	GUERRERO	GR
IDAHO	ID	AMERICAN SAMOA ISLANDS	AM	HILDAGO	HL
ILLINOIS	IL	CANAL ZONE	CZ	JALISCO	JL
INDIANA	IN	CAROLINE ISLANDS	CG	MEXICO (state)	MX
IOWA	IA	GUAM	GM	MICHOACHAN	MC
KANSAS	KS	MARIANAS ISLANDS	MK	MOARELOS	MR
KENTUCKY	KY	MARSHAL ISLANDS	MH	NAYARIT	NA
LOUISIANA	LA	MIDWAY ISLAND	MW	NUEVO LEON	NL
MAINE	ME	PUERTO RICO	PR	OAXACA	OA
MARYLAND	MD	VIRGIN ISLANDS OF THE US	VI	QUERETARO	QU
MASSACHUSETTS	MA	WAKE ISLAND	WK	QUINTANA ROO	QR
MICHIGAN	MI	<u>CANDIAN PROVICES</u>		SAN LUIS POTOSI	SL
MINNESOTA	MN	ALBERTA	AB	SINALOA	SI
MISSISSIPPI	MS	BRITISH COLUMBIA	BC	SONORA	SO
MISSOURI	MO	MANITOBA	MB	TAMAULIPAS	TA
MONTANA	MT	NEW BRUNSWICK	NK	TOBASCO	TB
NEBRASKA	NB	NEW FOUNDLAND	NF	TLAXCALA	TL
NEVADA	NV	(including Labrador)		VERA CRUZ	VC
NEW HAMPSHIRE	NH	NORTHWEST TERRITORY	NT	YUCATAN	YU
NEW JERSEY	NJ	NOVIA SCOTIA	NS	ZACATECAS	ZA
NEW MEXICO	NM	ONTARIO	ON		
NEW YORK	NY	PRINCE EDWARD ISLAND	PE		
NORTH CAROLINA	NC	QUEBEC	QC		
NORTH DAKOTA	ND	SASKATSCHEWAN	SN		
OHIO	OH	YUDON TERRITORY	YT		
OKLAHOMA	OK				
OREGON	OR				

CTZ (Citizenship) CODES

USE FOR POB ONLY IF NOT USA, MEXICO, OR CANADA

AFGANISTAN	AF	GREAT BRITIAN (see EN,SS, and WB)	PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	POLAND	PO
ALBANIA	AA	GREENLAND	PORTUGAL	PT
ALGERIA	AN	GRENADA		
ANDORRA	AD	GUADELOUPE	QUTAR	QA
ANGOLA	AO	GUATEMALA		
ANTARTICA	AY	GUINEA	REUNION	RE
ANTIGUA	AI	GUIANNA/GUYANA	RHODESIA	RH
ARGENTINA	AT		RUMANIA (Romania/Roumania)	RU
AUSTRALIA	AS	HAITA	RUSSIA (see USSR)	SX
AUSTRIA	AU	HOLLAND (see NE)	RWANDA	RW
		HONDURAS		
BAHAMA ISLANDS	BD	DONG KONG	SAN MARINO	SH
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	SAUDI ARABIA	SB
BARBADOS	BB		SCOTLAND	SS
BELGIUM	BG	ICELAND	SENEGAL	SG
BERMUDA	BM	ITALY (including Sicily)	SEYCHELLES	SE
BHUTAN	BN		SIERRA LEONE	SA
BOLIVIA	BV	JAMAICA	SIKKIM	SK
BOTSWANA	BT	JAPAN	SINGAPORE	SR
BRAZIL	BZ	JORDAN	SOMALIA	SM
BRUNEI	BX		SOUTH AFRICA	SF
BUGARIA	BU	KENYA	SOUTHERN YEMEN	ST
BURMA	BR	KOREA	SOUTH-WEST AFRICA	SJ
BURUNDI	BI	KUWAIT	SOVIET UNION	SX
			SPAIN	SP
CAMBODIA	CJ	LAOS	SUDAN	SU
CAMEROON	CM	LATVIA	SVALBARD	SV
CANADA (not for POB)	CD	LEBANON	SWAZILAND	SW
CAPE VERDE	CV	LESOTHO	SWEDEN	SQ
CAYMAN ISLANDS	CP	LIBERIA	SWITZERLAND	SZ
CENTRAL AFRICAN REPUBLIC	CW	LIBYA	SYRIA	SY
CEYLON	CY	LIECHTENSTEIN		
CHAD	CF	LITHUANIA	TANZANIA	TZ
CHILE	CN	LUXEMBOURG	THAILAND	TH
COLUMBIA	CB		TOGO	TO
CONGO (Brazzaville or Kinshasa)	CX	MALAGASY REPUBLIC	TONGA	TH
COSTA RICA	CR	(including Madagascar)	TRINIDAD and TOBAGO	TT
CUBA	CC	MALAWI	TRUCIAL STATES	TC
CYPRUS	CS	MALAYSIA	TUNISIA	TU
CZECHOSLOVAKIA	CK	MALDIVES	TURKEY	TY
		MALI		
DAHOMY	DH	MALTA	UGANDA	UG
DENMARK	DK	MAURITANIA	UNITED ARAB REPUBLIC	UA
DOMINICA	DM	MEXICO (not for POB)	UNITED KINGDOM	
DOMINICAN REPUBLIC	DR	MONACO	(see EN, SS, WL, or NI)	
		MONGOLIA	UNITED STATES OF AMERICA	USA
EAST GERMANY/EAST BERLIN	EM	MORROCO	UPPER VOLTA	UV
ECUADOR	EU		URUGUAY	UY
EGYPT	EY	NAMIBIA (See SJ)	USSR	SX
EL SALAVADOR	EL	NAURU		
ENGLAND	EN	NEPAL	VENEZUELA	VZ
EQUATORIAL GUINEA	EK	NETHERLANDS	VIETNAM	VM
ESTONIA	ES	NEW CALEDONIA		
ETHIOPIA	ET	NEW ZEALAND	WALES	WL
		NIGER	WEST GERMANY/WEST BERLIN	WG
FIJI ISLANDS	FJ	NIGERIA	WEST INDIES	WN
FINLAND	FK	NORTHERN IRELAND	WESTERN SAMOA	WS
FRANCE	FN	NORWAY		
			YEMEN	YE
GABON	GB	PAKISTAN	YUGOSLAVIA	YG
GAMBIA		PANAMA		
GERMANY (see EM and WG)	GE	PARAGUA	ZAMBIA	ZM
GHANA	GG	PERU		
		PHILIPPINES	ALL OTHERS	YY